

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 4/20/05 - KW

Division: County Attorney

Bulk Item: Yes xx No

Staff Contact Person: Suzanne Hutton

AGENDA ITEM WORDING:

Approval of designation to County Administrator of authority to terminate any agreement of lease which is on a month-to-month basis, provided that if there is a continuing need for service or comparable leased space for the same purpose, there is a mechanism in place or planned to be in place as of the date of termination so that there is no break in the continuity of services which the County provides.

ITEM BACKGROUND:

Leases and contracts for services which are on a month-to-month basis may be terminated upon the provision of (15) days notice. Since BOCC only meets once a month, the requirement for services or premises are no longer needed. It should be noted that the BOCC will have already determined that there is the likelihood of obtaining the services or leased space from a different provider by the mere fact that the agreement is on a month-to-month basis. (An example would be where any RFP or RFB had been issued but negotiations of the final agreement were delayed and the contractor not able to commence services until the agreement is approved. In such case, there might be a month-to-month with the old provider while the procurement process is followed. Another example would be where the BOCC had a lease for office space for one of its programs, awaiting the availability of a County building under renovation or construction, but went on a month-to-month with an existing lessor due to construction delays).

PREVIOUS RELEVANT BOCC ACTION:

N/A

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: _____ **BUDGETED:** Yes No

COST TO COUNTY: _____ **SOURCE OF FUNDS:** _____

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty *John R. Collins* OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: *John R. Collins*
John R. Collins, County Attorney

DOCUMENTATION: Included Not Required

DISPOSITION: _____ **AGENDA ITEM #** _____